



Kent County Local Management Board (KCLMB)
400 High Street
Chestertown, MD 21620
410-810-2673
rramseygranillo@kentgov.org
Rosemary Ramsey Granillo, Director

FY 2023 Request for Proposals

Youth-Led Program Design Facilitation (Behavioral Health)

Funds Available: \$25,000

Funding Period: August 2022-January 2023

Release Date – June 30th 2022

Submission Information:

Pre-Submission: Please notify Rosemary Ramsey Granillo (contact information above) of intent to submit a proposal. Please submit any **questions** by email no later than **July 20th, 2022**.

RFP Virtual Questions and Answers Meeting: Tuesday **July 12th 3:30p.m.**

Application Submission Date: **July 27th, 2022**

Submission Information: Electronic submission only to rramseygranillo@kentgov.org. Please ensure you receive a confirmation receipt after submission.

Eligibility: State and Local Agencies, Consultants, Non-Profit Organizations

Award Notification: August 3rd, 2022

BACKGROUND

Incentivized by data that emerged on adolescent depression, hopelessness, and anxiety before and during the COVID-19 pandemic, KCLMB has prioritized behavioral health wellness among Kent County High School students in their FY2023-FY2025 Community Plan for Children, Youth, & Families.

Since the 2014-2015 Maryland Youth Risk Behavior Survey was conducted, rates for Kent County High School students who reported feeling chronically sad or hopeless increased from 23% to 28%, while students who reported they had seriously considered attempting suicide rose from 16% to 23%. Other reported issues such as bullying and being threatened increased as well. While there is not more recent Youth Risk Behavior Survey data for Kent County, the school system has reported dramatic increases in students undergoing threat and suicide assessments as well as an increasing number of students receiving behavioral health services.

To address these critical issues, KCLMB is seeking a facilitator to work with Kent County High School students to develop a youth-led design team that focuses on how to best support behavioral health wellness among their peers. The target population is high school students at risk of and experiencing depression and anxiety. The youth-led design team will include students with lived experience and perspectives related to behavioral health and will represent diverse needs and experiences such as students of color, LGBTQIA+, and students with disabilities. The overarching goal is to reduce depression and anxiety among the student population. After a design/planning period of a maximum of six months, the facilitator and student design team will implement the approved plan with partners in FY2024 and beyond.

SCOPE OF WORK

- a. Proposals for the facilitator/consultant must focus on the development and management of a youth-led design based on Human-centered Design, with high school students' voices and feedback driving decision-making across the process through research, ideation, testing, and implementation planning.
- b. Project partnerships will include KCLMB staff, Kent County High School staff, and appropriate community agencies and organizations serving youth.
- c. The design process should identify short-and long-term strategies to address racial disparities among students feeling sad and hopeless as well as implementation and evaluation components to ensure that racial and ethnic disparities are examined, evaluated, and addressed.
- d. The selected vendor will be required to be knowledgeable and trained in Adverse Childhood Experiences (ACES) and Trauma-Informed Practices (TIPS); the planning process will closely align with practices at Kent County High School. The facilitator will train and discuss these concepts with the youth team to include these components in the final program design.
- e. A youth-led program design should be completed within a six-month period, with program implementation to begin at that time.



Kent County Local Management Board (KCLMB)
400 High Street
Chestertown, MD 21620
410-810-2673
r Ramsey Granillo@kentgov.org
Rosemary Ramsey Granillo, Director

APPLICATION TEMPLATE

Youth-Led Program Design Facilitation (Behavioral Health)

Organization Name: _____

Contact Name: _____

Street Address: _____

City, State, and Zip: _____

Phone Number: _____ E-mail Address: _____

-
1. Describe your experience convening youth teams and implementing well-structured activities with clear goals, particularly in relation to Human-centered Design.
 2. Describe your vision for the proposed program, including team recruitment, development, and activities.
 3. How will you partner with KCLMB and Kent County High School, and what other partner or partners would you work with to be successful?
 4. Describe short-and long-term strategies to address racial disparities among students who are experiencing depression, a sense of hopelessness, and/or anxiety, and how will you guide the youth-led team to design program implementation and evaluation components to ensure that these disparities are identified and addressed?

5. Describe any training you have completed in ACES and TIPS.

6. How will you measure success?

7. Please include a timeline that ranges from award acceptance (August 2022) to full program completion (no later than January 2023).

8. Please include a brief budget that details your hourly rate, estimated number of hours you expect to spend on the program, and any materials or supplies you will need to be successful.

Reservations

KCLMB reserves the right to make changes to this RFP at any time and will communicate changes to potential applicants who have indicated an interest in this RFP by contacting the point of contact via phone or email. Changes will not be re-advertised.

This RFP creates no contractual obligation on the part of the KCLMB. KCLMB is not responsible for any costs incurred by the respondent in preparing a response to this request. KCLMB reserves the right to reject any response or cancel this request at any time.

Grant Awards and Conditions

The submission of a proposal does not, in any way, guarantee an award. The grants available through this process will be funded as one-time only awards and will be disseminated according to the timeline outlined in this document. KCLMB will notify the applicant of the outcome of the review process. Applicants whose concepts are selected for an award will receive technical assistance from the KCLMB as necessary to finalize deliverables and budgets prior to the execution of a formal grant award.

Grant awards will be issued by KCLMB and must be fully executed prior to the disbursement of funds.

The conditions below outline the basic terms and requirements for the use of funds provided for activities covered by selected programs. Failure to fulfill any of the following conditions may result in suspension or termination of the grant award.

1. Funds received by the vendor under this award will be used solely for the purpose of implementing the activities outlined in the grant award, which are taken from applicants' final program plan;
2. Prior to execution of an awarded contract, the successful bidder shall submit a "Certificate of Insurance" indicating it carries the specified insurances in the amount specified in this RFP. Coverage shall be maintained throughout the term of the contract. Coverage costs can and should be included in the proposal budget. Unless otherwise specified, coverage levels shall be required as follows:

- B. General Liability - Minimum - \$2,000.000
 - C. Workers' Compensation Insurance as required as by law.
 - D. Comprehensive Liability Insurance with minimum limits of \$1,000,000 per person, \$2,000,000 per occurrence. Policy shall include the broad form of Comprehensive General Liability Endorsement or its equivalent
 - E. All required coverage shall include and specifically name the County as an additional insured and loss payee with respect to all operations under the contract.
 - F. The successful bidder will furnish the County any up-to-date certificates of insurance stating the requirements listed above at contract implementation.
3. Kent County Ethics Ordinance: By submitting a proposal in response hereto, the bidder acknowledges that it is familiar with the County's Code of Ethics, CPLL, Chapter 29, and certifies that it has no knowledge of any violation of that Chapter, that it has no knowledge of any conflict of interest which may exist or arise under Chapter 29 if the bidder is awarded a contract, and that it has not given any gift (as that term is defined in Chapter 29) to anyone who has or may participate in the awarding of this contract or the management of supervision thereof. Contact the County's Attorney Office at 410-778-3805 if any additional information is required. Copies of Chapter 29 may be obtained by phoning the County at 410-778-4600, or by logging on to the County's web page and linking to the on-line version of the CPLL.
 4. No amendment or modification to the activities covered under the grant award is binding unless it is in writing and signed by all parties with written approval by the KCLMB;
 5. The vendor's use of these funds is subject to monitoring by the KCLMB. The vendor is required to submit program and financial reports to the KCLMB as specified in the notice of grant award, and to provide the KCLMB with any documents and access to other information to comply with any request made of the KCLMB in conformance with State or federal laws and regulations;
 6. The vendor may not discriminate in the implementation of the program/project against any employee, applicant for employment, provider of services, or applicant for services because of race, color, religion, sex, age, national origin, disability, or any other characteristic forbidden as a basis for discrimination by applicable laws.
 7. The vendor assures that:
 - a) It is qualified to do business with the State of Maryland and will take such action as, from time to time, may be necessary to remain so qualified;
 - b) It is not in arrears with respect to the payment of any fees due and owing the State of Maryland, or any Department, or agency thereof, including but not limited to, the payment of taxes and employee benefits and that they shall not become so in arrears during the term of this grant; and
 - c) It shall comply with all federal, state, and local laws applicable to its activities and obligations under this grant.
 8. The vendor shall indemnify and hold harmless Kent County and the State of Maryland against liability for any suits, actions or claims of any character arising from or relating to the performance of the Vendor under this grant;
 9. The Vendor shall immediately notify KCLMB of any claim or suit made or filed against the vendor regarding any matter resulting from or relating to the vendor's obligation under this grant, and will cooperate, assist, and consult with the State of Maryland and the KCLMB in the defense or investigation of any claim, suit, or action made or filed against the State as a result of relating the vendor's performance under this grant.
 10. KCLMB may cease or reduce funding of grant awards if such reductions are necessary due to the reductions in federal or State appropriations or the KCLMB budget. In the event of such reductions, KCLMB shall pay the vendor fair and equitable compensation for costs reasonable

incurred for activities consistent with this grant award before notice of any reduction in the award.

11. Funds expended in excess of the grant award are the responsibility of the vendor.